



MUNICIPAL SERVICES, FACILITIES AND INFRASTRUCTURE COMMITTEE  
Council Chambers B, Keene City Hall  
January 25, 2023  
6:00 PM

**A. AGENDA ITEMS**

1. Staff Response to No Parking Request - 191 Washington Street - Delineation of Parallel Parking Stalls on Public Streets
2. Councilor Robert Williams - Concerns with Littering - East Keene
3. Transfer Station - Informational Update - Assistant Public Works Director/Solid Waste Coordinator
4. Chapter 58 - Parks, Recreation and City Unimproved Land - Parks, Recreation and Facilities Director
5. Relating to Removal of Stop Signs on Summit Road near Wyman Road Ordinance  
Ordinance O-2023-01

**B. MORE TIME ITEMS**

**NON PUBLIC SESSION**

**ADJOURNMENT**



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** January 25, 2023  
**To:** Municipal Services, Facilities and Infrastructure Committee  
**From:** Kurt Blomquist, ACM/Public Works Director  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Staff Response to No Parking Request - 191 Washington Street -  
Delineation of Parallel Parking Stalls on Public Streets**

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### **Recommendation:**

Move that the Municipal Services, Facilities and Infrastructure Committee recommend that the presented guide from the Public Works Department for the delineation of parallel parking stalls on public streets be accepted.

### **Attachments:**

None

### **Background:**

A request was received from Juliana Bergeron for a “No Parking” designation in the area of 191 Washington Street due to expressed concerns about visibility issues for vehicles exiting the driveway when vehicles are parked on the street.

During the discussion, it was identified that if the parking was more organized and spaces were delineated, that would assist in addressing concerns about where vehicles park. The request was placed on more time for the development of guidelines for when parallel parking stalls would be delineated.

Public Works, Parking Services and Community Development staff reviewed various areas in the City where parallel parking occurs but is not delineated. The staff concluded that not all streets needed to have parallel stalls delineated and there were certain conditions that warranted a review. Public Works is recommending guidelines be used when considering whether delineating parallel parking stalls is appropriate. Guidelines include:

- Streets with a high volume of traffic, 4,000 Annual Average Daily Traffic (AADT) or greater,
- Areas where properties that access the street are predominately commercial, office, institutional, or mixed use that includes residential,
- Streets that have paved shoulder areas of at least eight (8) feet in width that are being used for parallel parking, and
- Documentation of issues relating to unorganized parking.

If it is determined that delineating parallel-parking stalls is appropriate, the City Engineer will review

the area and develop a layout. The layout of stalls will be based on the following guidelines:

- Parallel parking stalls and markings in general will be in conformance with the latest edition of the Manual of Uniform Traffic Control Devices (MUTC) and have the following dimensions:
  - o Stalls shall not be less than eight (8) feet wide and no wider than ten (10) feet, and
  - o Length shall not be less than twenty (20) feet and no longer than twenty (22) feet.
- The City Engineer on a case-by-case basis may approve an exception to the twenty (20) feet length.

These guidelines will be issued in accordance with Chapter 100, City of Keene, NH Land Development Code (LDC), Article 22. Public Infrastructure Stands, Section 22.1.2.

These guidelines have been applied to Washington Street and Court Street. Based on the guidelines, delineated parallel parking stalls will be installed as follows:

#### Washington Street

- East Side, from Tyler Street to Greenlawn Street (excluding designated existing "No Parking" zones in front of Franklin School)
- West Side, from 118 Washington Street (across from Beaver Street) to High Street

#### Court Street

- East Side, Mechanic Street to Union Street
- West Side, Summer Street to 9 Court Street.

It is estimated that approximately 110 stalls will be delineated at an annual cost of approximately \$2,200.

January 16, 2023

City of Keene Clerk's Office  
3 Washington St  
Keene, NH 03431

To the Honorable Mayor and City Council,

As I have heard from many of my constituents, and have witnessed myself, there has been a major increase in littering in the area in and around Woodland Cemetery.

North Lincoln Street, famous for its salamander crossing, is particularly affected by the regular dumping of beer cans, many of which appear to have been thrown from passing automobiles. Other back roads on the East Side, including Old Concord Road, are also experiencing this problem. Of particular concern is the impact on the wetlands along Beaver Brook that drain the area.

I ask that this topic be brought up for discussion at a Council Committee meeting.

Sincerely,



Bobby Williams

City Councilor, Ward 2



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** January 25, 2023  
**To:** Municipal Services, Facilities and Infrastructure Committee  
**From:** Andrew Bohannon, Parks, Recreation and Facilities Director  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Chapter 58 - Parks, Recreation and City Unimproved Land - Parks, Recreation and Facilities Director**

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**Recommendation:**

Move that the City Attorney be instructed to introduce an Ordinance for first reading that would amend Chapter 58, as discussed by the Committee.

**Attachments:**

1. Chapter 58 Revisions TPM 01.23.23 (003)

**Background:**

The City Code Chapter 58 Parks, Recreation and Public Facilities was last revised in 2003 as it related to specific uses of individual parks. As a result of this review, staff created clarifying language regarding the roles and responsibilities outlined within the ordinance specifically for the Parks and City Unimproved Land. The new version of Chapter 58 provided staff the opportunity to revoke and replace specific outdated language.

Specifically, the highlighted changes will be reflected within the new ordinance:

- A clarifying list of City Parks.
- The creation of rules within the parks and the proper notification process.
- An updated list of Prohibited Uses within City Parks
- A consistent set of defined time for use in all City Parks
- New language to reflect maintenance or inspection type work by third parties.

Additionally, language specific to various watershed areas was changed for the purposes of the creation of Article IV – City Unimproved Land. This Article provides a clear delineation towards oversight of these areas by the Public Works Department and encompasses similar updates found in Article II – City Park Regulations.

## Chapter 6 – ALCOHOLIC BEVERAGES AND TOBACCO

### ARTICLE II. ALCOHOLIC BEVERAGES

#### Sec. 6-28. – Same—Exceptions.

- (a) Establishments holding a valid license from the state liquor commission to serve alcoholic beverages or liquor with food may also serve alcoholic beverages or liquor out-of-doors and on public ways when permitted to do so by the city council.
- (b) Consumption of any alcoholic beverage is permitted on city-owned property by special permission of the city council, and in City Parks in accordance with Chapter 58 of the City Code.**
- ~~(b) — (1) In the designated family picnic areas in Wheelock Park and the camping area at Wheelock Park by groups of ten or less persons with a special permit.~~
- ~~(2) In the designated family picnic area in Wheelock Park and the camping area at Wheelock Park by groups of 11 or more by written permission from the director of parks, recreation and facilities, which permission shall only be given to a responsible representative of such group, which representative will be held responsible for the cleanup of the area used by it and the general decorum of the group, its members, and guests.~~
- ~~(3) In the designated L-shaped area approximately 30 feet wide that is immediately south of O'Neal Field right field and southwest of Durling Field left field in Wheelock Park. This exception may be suspended for cause by the director of parks, recreation and facilities.~~
- ~~(4) By special permission of the city council in other public places.~~

(Code 1970, §§ 1604.2.1, 1904.2)

## Chapter 58 PARKS, RECREATION, ~~FACILITIES,~~ AND CITY UNIMPROVED LANDSPACES

### ARTICLE I. PARKS, AND ~~RECREATION AND FACILITIES.~~

#### Division 1. GENERALLY.

#### Sec. 58-1. Responsibility.

City Parks, as defined below, ~~and~~ and including City owned bike paths, multi-use trails, and any adjacent parking areas (collectively "City Parks"), and City sponsored recreation, -shall be the responsibility of the Parks, Recreation and Facilities ~~d~~Department, and under the supervision of the Parks, Recreation and Facilities Director ("Director").

~~City Facilities include all City owned buildings, the maintenance of which shall be the responsibility of the Parks, Recreation and Facilities department, and under the supervision of the Director.~~

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(Code 1970, § 1901.0)

**DIVISION 2. CITY PARKS.**

**Sec. 58-2. City Parks.**

Articles I and II of this Chapter shall apply to the following, which are designated as City Parks, and inclusive of all improvements, structures, attachments, ~~bike paths~~, and adjacent parking areas, as such Parks are depicted on the Maps of City Parks prepared and maintained by the Director:

Ashuelot River Park  
Beaver Brook Falls  
Beech Hill  
Church Street Park  
Court Street Stone Arch Bridge  
Dinsmoor Woods  
Edgewood Common  
Ellis-Harrison Park  
Fuller Park  
Greater Goose Pond Forest  
Hickey-Desilets Park  
Hospice Park and Memorial Garden  
Keene Forestry Park  
Ladies Wildwood Park  
Patricia T. Russell Park  
North Central Park  
Robin Hood Park  
Sesame Street Park  
Shadow Lake Park  
North Street Park  
Stearns Hill  
Water Street Courts  
Wheelock Park  
Wood Street Field

**Secs. 58-3—58-30. Reserved.**

**ARTICLE II. CITY PARK REGULATIONS.**

**DIVISION 1. GENERALLY.**

**Sec. 58-31. Promulgation of rules and regulations.**

To the extent ~~not~~ otherwise provided by Article II, the Director is hereby authorized to adopt, amend or revoke written rules and regulations relative to the control, care, maintenance and use of City Parks, and City sponsored recreation, which shall take effect upon filing with the city clerk. The Director shall have the authority to post appropriate signs at the entrances of City Parks stating the Rules and Regulations that are applicable within the City Park. Rules and Regulations applicable to the use of Keene Forestry

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Park shall be in conformance with any rules and regulations for such use that may be required by the Federal Aviation Administration.

(Code 1970, § 1901.1)

## DIVISION 2. USES.

### Sec. 58-32. Uses permitted.

City Parks may be used for recreational activities and community events, including City-sponsored programs and activities. Permission may be given by the Director for other uses, provided:

- (1) The use requested is similar to a City-sponsored use, or deemed by the Director to benefit the public generally or a significant segment thereof.
- (2) Liability insurance has been provided with coverage and limits satisfactory to the city attorney.
- (3) Adequate arrangements have been made satisfactory to the Director for post-event cleanup of the area used.
- (4) All applicable Rules, Regulations, Ordinances and laws are complied with.

(Code 1970, § 1902.0)

### Sec. 58-33. Uses prohibited.

(a) The following are prohibited within City Parks.

- (1) No person shall hunt, shoot, trap, catch or attempt to hunt, shoot, trap, catch or otherwise harm, molest, harry or worry any animal or bird in, on, or over a City Park. The City Manager may authorize the control of, or removal of animals, in City Parks when deemed necessary and appropriate.
- (2) No person shall discharge a firearm, firework, sling shot, arrow, paintball gun, or other projectile in City Parks.
- (3) No person shall use a metal detector in City Parks, except with the prior authorization of the Director.
- (4) No person shall fly an Unmanned Aerial Vehicle in City Parks except with the prior authorization of the Director.
- (5) No person shall camp in any City Park, except within Wheelock Park with the prior authorization of the Director for approved sporting events, and in compliance with any requirements of the Director. Except for authorized camping in Wheelock Park, any person discovered to be camping within any City Park shall be instructed to vacate the property immediately, unless additional time to vacate the property is authorized at the discretion of the Director.

(b) No person shall enter into, or be located in, any City Park between ~~dusk~~ sunset and ~~dawn~~ sunrise, except for the following locations, and except as may be authorized by the Director or required by authorized emergency personnel:

- (1) Tennis courts, horseshoe courts, and ball fields when illuminated together with parking lots to accommodate that use.
- (2) Bike paths as a means of traveling through a City Park to another location.
- (5) By special permission of the Director.

(~~c~~) The following restrictions apply to glass containers, alcohol use, and tobacco use in parks:

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(Supp. No. 32)

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- (1) No glass containers of any type shall be taken into or used in any City Park, except in connection with a catered event holding a valid liquor license and approved by the Director in an area designated by the Director.
  - (2) Alcohol is permitted in areas of Wheelock Park designated by the Director. Alcohol is otherwise prohibited in all parks unless special permission is obtained from the city council pursuant to Section 6-28(b).
  - (3) Use of tobacco products, as defined in Section 6-81, is prohibited in all parks.

(Code 1970, § 1903.0)

**Secs. 58-34—58-60. Reserved.**

**~~DIVISION 3.~~ ARTICLE III. OPERATION OF MOTORIZED VEHICLES AND OFF-HIGHWAY RECREATIONAL VEHICLES.**

**Sec. 58-62. Definitions.**

The following words, terms and phrases, when used in this ~~Division, Article,~~ shall have the meanings ascribed in this section, except where the context clearly indicates a different meaning:

1. *Motorized vehicle* means any self-propelled vehicle, not operated exclusively on stationary tracks, which is registered for highway use, and inclusive of the following:

*All terrain vehicle* means any motor-driven vehicle which is designed or adapted for travel over surfaces other than maintained roads with one or more tires designed to hold not more than ten pounds per square inch of air pressure, having capacity for passengers or other payloads, not to exceed 1,000 pounds net vehicle weight, and no to exceed 50 inches in width. For purposes of this section, all vehicles within this definition shall be classified as off highway recreational vehicles.

*Off highway recreational vehicle* means any mechanically propelled vehicle used for pleasure or recreational purposes running on rubber tires, belts, cleats, tracks, skis or cushion of air and dependent on the ground or surface for travel, or other unimproved terrain whether covered by ice or snow or not, where the operator sits in or on the vehicle. All legally registered motor vehicles when used for off highway recreational purposes shall fall within the meaning of this definition; provided that, when said motor vehicle is being used for transportation purposes only, it shall be deemed that said motor vehicle is not being used for recreational purposes.

*Trail bike* means any motor-driven wheeled vehicle on which there is a saddle or seat for the operator or passenger or both and which is designed or adapted for travel over surfaces other than maintained roads, whether covered by ice or snow or not. For purposes of this section, all vehicles within this definition shall be classified as off highway recreational vehicles.

2. *Operate, in all its modes and tenses* means to use a Motorized Vehicle in any manner for transportation.

3. *Paved, graveled, or graded ways* means the entire width between the boundary lines of any public highway, street, avenue, alley, parkway, or other road designed for or intended for use by motorized vehicles that is covered with pavement, an unconsolidated mixture of rock fragments or pebbles, or leveled for such vehicular travel.

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4. *City Parks* means the City Parks identified in Section 58-2 and excludes any public highway, street, avenue, alley, or parkway, and any parking lot open for use by the public or vehicular traffic which is not otherwise adjacent to a City Park.

~~5. *Park body of water* means bodies of water located within City Parks.~~

65. *Snow traveling vehicle* means any vehicle propelled by mechanical power that is designed to travel over ice or snow supported in part by skis, belts, or cleats. For purposes of this section, all vehicles within this definition shall be classified as off highway recreational vehicles.

(Ord. No. O-2003-13-A, 9-4-2003)

### **Sec. 58-63. General prohibition.**

Except as otherwise provided in this ~~Division~~Article, no person shall operate any motorized vehicle in or upon any City park, ~~or frozen surface of a park body of water~~, except as permitted in section 58-64, and City Code section 94-238.

(Ord. No. O-2003-13-A, 9-4-2003)

### **Sec. 58-64. Exceptions to general prohibition.**

The following exceptions apply to Section 58-63:

- (1) *Paved, graveled, or graded ways*. The operation of motorized vehicles shall be permitted on paved, graveled, or graded ways in City Parks, provided that said paved, graveled, or graded ways are not gated, barred or signed to prevent such travel.
- (2) *Designated bicycle paths for connection to permitted trails*. The operation of snow traveling vehicles may be permitted on designated portions of bike paths and trails located in City Parks for the purposes of connecting to other permitted trails, but only upon the issuance of written authorization by the Director.
- (3) *Special events*. The operation of snow traveling vehicles in City Parks ~~or frozen surfaces of public bodies of water located within City Parks~~ may be permitted for special events, but only upon the issuance of written authorization by the Director.
- (4) *Maintenance, inspection, monitoring, repair, and other official work*. The operation of motorized vehicles and snow traveling vehicles in City Parks, including bicycle paths, ~~and frozen surfaces of public bodies of water in City Parks~~ by city employees and/or authorized agents of the city or authorized third parties shall be permitted for purposes of maintenance, inspection, monitoring, repair, and other official work.

(Ord. No. O-2003-13-A, 9-4-2003)

## **ARTICLE ~~IIIV~~. CITY SPACES. CITY UNIMPROVED LAND**

### **Sec. 58-65. Definitions**

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(Supp. No. 32)

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The following words, terms and phrases, when used in this Article shall have the meanings ascribed in this section, except where the context clearly indicates a different meaning:

1. City ~~Spaces~~ ~~Unimproved Land~~ means City owned real property, other than City Parks, ~~and City Facilities, and public rights of way,~~ and includes watershed areas, ~~woodlands, woodlots,~~ and public bodies of water not located within a City Park, as such ~~spaces~~lands are depicted on Maps of City ~~Spaces~~Unimproved Land prepared and maintained by the Public Works Department, Director.

52. ~~Public bodies of water~~ means all waters owned or controlled by the City, excluding waters located within City Parks.

3. ~~Watershed~~ means an area bounded peripherally by a divide and draining to a water course or body of water.

## **Sec. 58-66. Responsibility.**

City- Unimproved Land~~Spaces~~ shall be the responsibility of the Public Works Department and under the supervision and control of the Public Works Director. The Public Works Director is hereby authorized to adopt, amend or revoke written rules and regulations relative to the control, care, maintenance and use of City Unimproved Land~~Spaces~~, which shall take effect upon filing with the city clerk. The Public Works Director shall have the authority to post appropriate signs at the entrances of City ~~Spaces~~ Unimproved Land stating the Rules and Regulations that are applicable within the City-~~Space~~ Unimproved land.

## **Sec. 58-67. Uses Permitted.**

City Unimproved Land may be used as permitted by the applicable terms and conditions, if any, stated in the original grant or gift of the land to the City, or as otherwise permitted by the Public Works Director.

## **Sec. 58-68. Uses Prohibited.**

In addition to any use prohibitions included in the applicable terms and conditions of the original grant or gift of the unimproved land to the City, if any, and any limitations required by applicable state law or regulation, the following are also prohibited within City Unimproved Land:

(1) No person shall use any firearm, or hunt, shoot, trap, catch or attempt to hunt, shoot, trap, catch or otherwise harm, molest, harry or worry any animal or bird in, on, or over City Unimproved Land. The City Manager may authorize the control of, or removal of animals, in City Unimproved Land when deemed necessary and appropriate.

(2) No person shall camp in any City Unimproved Land.

(3) No alcohol shall be taken into or used in any City Unimproved Land.

(4) No person shall operate a Motorized Vehicle as defined in section 58-62 in City Unimproved Land, except as provide by City Code sec. 94-238, or as authorized by the Public Works Director.

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**Sec. 58-70. Reserved.**



# CITY OF KEENE

O-2023-01

Twenty Three

In the Year of Our Lord Two Thousand and .....

Relating to Removal of Stop Signs on Summit Road at Wyman Road

AN ORDINANCE .....

*Be it ordained by the City Council of the City of Keene, as follows:*

That the City Code of the City of Keene, New Hampshire, as amended, is hereby further amended by deleting the following text from the provisions of Section 94-321, "Stop Signs" in Division 5, "Specific Street Regulations" in Article IV of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" as follows;

~~Summit Road for southbound traffic at Wyman Road.~~

~~Wyman Road for westbound traffic at Summit Road.~~

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George S. Hansel, Mayor